

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel <b>(Only check for on-site inspection services)</b>	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

**BUREAU OF HIGHWAYS  
REQUEST FOR PROPOSAL  
for  
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently pre-qualified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Consultant Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the consultant firm provide three (3) paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **1:00 p.m. on April 24, 2006.** Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
P.O. Box 30050  
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of consultants submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected consultant must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the consultant's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected consultant will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**Michigan Department of Transportation**

**SCOPE OF SERVICES  
For  
CONSULTANT OFFICE TECHNICIAN SERVICES  
(As Needed Construction Services)**

**General Type(s) of Work:** Roadway reconstruction, Bridge rehabilitation, bituminous cold milling, resurfacing, grading and drainage structures, curb and gutter, intersection improvements, and water main and storm sewer alterations, structural steel cleaning and coating, signal, signing and pavement marking.

**Primary Prequalification Classification:** Technical Assistance

**Secondary Prequalification Classification:** NA

**Anticipated Start Date of Services:** September 25, 2006

**Anticipated Completion Date of Services:** September 25, 2007

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**MDOT Project Manager:** William Erben, PE.  
25185 Goddard Road, Taylor Mi 48180  
Phone: 313-375-2409  
Fax: 313-295-0844

This service request will not commence without authorization from the Project Manager and services may be cut short of the Completion date, as directed by the Project Manager, regardless of the dollar amount remaining on the Contract.

**Description of Work:**

Provide full Office Technician services as needed for road, bridge and miscellaneous construction projects for Taylor TSC. The Office Technician will work under the direction of the Project Manager or designee. All services will be performed as directed by the Project Manager. Engineering services will be needed beginning September 25, 2006 and continuing through September 25, 2007. Full time services will be required as directed by the Project Manager, durations of time will be established at the time of request. No overtime will be needed for this position.

This scope of services is for projects administered by the Taylor TSC.

**General:**

- A. This Scope of Service consists of performing to the satisfaction of the Department the duties regularly associated with the Office Technician Position. MDOT projects are being constructed in Metric and English Units, Consultant staff must be experienced in both units of measure.
- B. The Consultant shall furnish all services, labor necessary to conduct and complete the Office Technician Services described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Service (other than designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.
- C. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- D. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant staff shall conduct themselves with professionalism in carrying out their duties.
- E. At the request of the Department, the Consultant, during the progress of the Services shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further services.
- F. The Consultant agrees to demonstrate knowledge and performance in compliance with the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; and any other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- G. Since this is an as needed service contract, the personnel to be provided by the Consultant shall be subject to the review and approval of the Project Manager. The Consultant must notify the Project Engineer Manager, in writing, of any personnel availability changes from those specified in the Consultant's approved proposal.

### **Consultant Responsibilities:**

The Consultant agrees to provide, to the satisfaction of the Department, an Office Technician who is familiar with MDOT work of the following capacities: Bridge Construction including Structural Steel Cleaning and Coating, Bituminous Construction, Portland Cement Concrete Construction, Underground Utility Construction and Signal, Sign and Pavement Marking Construction, CPM Construction and other MDOT related construction activities. The Consultant Personnel should be capable of reading MDOT IDR, understanding measurements and computation, material certifications and other miscellaneous documentation which all office technicians deal with on a daily basis. The Consultant Personnel provided shall be able to reference with little assistance all MDOT Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and all other applicable references, guidelines, and procedures manuals and industry. The Consultant Personnel provided shall also be able to function fully within the MDOT Website.

- A. Provide confirmation on all certifications in the letter of interest for each employee. It is our intent to have staff provided that meet all or several of these qualifications. Multi-tasked individuals are necessary to perform various tasks at various times on the projects.
- B. The Consultant Office Technician may be required to attend MDOT training as deemed necessary as it relates to the work they are being asked to perform.
- C. The Consultant Office Technician will be fully literate in the use of MDOT Field Manager, Microsoft Excel, and Microsoft Word and have the capability to comprehend any other software required with little assistance.
- D. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- E. The Consultant shall furnish all necessary equipment needed to carry out the services specified by the Department. The Consultant shall furnish the technicians(s) with Laptop computer equipment, if necessary, to run the most current Field Manager software.
- F. The office technician(s) shall have cellular phones to ensure adequate communications. The phones are required, and will be reimbursed through the overhead rate or as a direct expense to the project, whichever is appropriate for the way the consultant is set up in the Office of Commission Audits.

- G. Office Technician services must be performed in accordance with the Standard Specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling guide, and all other applicable references, guidelines, and/or procedures manuals. The Consultant shall provide all computer equipment necessary to run the Field Manager system. Office technician staff must be knowledgeable in all aspects of the Field Manager and procedures regarding project record documentation. Project records shall be kept in accordance with the current edition of MDOT's File Manual, and turned over to MDOT following completion of construction. Services will include participation in the finaling process of the project documentation.
- H. The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Consultant.
- I. Prepare such periodic, intermediate, and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
1. Inspectors Daily Reports
  2. NPDES Storm water Operator Reports
  3. Moisture and Density Determination Reports (Form 582BM)
  4. Inspector's Report of Concrete Placed (Form 1174A-M)
  5. Monthly Report on Material Inspection
  6. Bi-Weekly Construction Progress Report
  7. Force Accounts
  8. Contractor Evaluation (Form 1182)
  9. Final Quantity Sheets
  10. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extension of time.
  11. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.
- J. For Finaling Project Documentation: the Office Technician may be required to final field measure applicable items of work and prepare final summaries for applicable items of work as they are completed. This is to be an ongoing procedure throughout the project. The Consultant shall be equipped with all MIOSHA safety equipment as necessary.
- K. The Consultant will check MDOT inspectors IDR for measurements, computations, testing reports and other necessary inspection documentation in

accordance with the Specifications, Plans, Proposal, MDOT Materials Sampling Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

- L. Materials Reports: Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method:, Form 582B, copy to the Lansing Density Technology Unit, 8885 Ricks Road, Lansing MI 48909 will be measured by that unit and reflected on the consultant's evaluation.
- M. Changes/Extras/ Adjustments: Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- N. Staff Assignments: The request and scheduling of all services will be on an as needed basis as determined by the Project Manager. No work is to commence or extend beyond the agreed time frame without prior approval of the Project Manager. The need for services as well as the need for overtime will be at the discretion of the Project Manager. Consultant staff will not assign additional consultant staff to any project without prior approval of the MDOT Project Manager, such action will result in non-payment of those additional services. Overtime opportunities will first be made available to the MDOT UTEA members in accordance with the bargaining unit contract. Any additional overtime needs will be offered to the consultant staff in accordance with this scope of services. The Department reserves the right to withdraw any personnel or halt any services no longer required, within a reasonable time after the lack of need for services becomes apparent to the Consultant or the Project Manager.
- O. Consultant response time: Most of the MDOT projects are on expedited schedules where timely inspection and testing services are necessary to ensure the smooth operation of the project and the ability to adhere to the aggressive construction schedules. As additional engineering services are identified, the Department needs to be assured that an acceptable response time in providing an Office Technician is adhered to by the consultant. If the selected Office Technician goes on vacation or any time of extended leave, the Consultant is required to replace that Office Technician with another qualified Office Technician as directed by the MDOT Project Manager. Include in your letter of interest, a commitment on response time for providing additional staff to the projects, this time frame will be significant in the selection process.



- P. Consultant Deliverables: Collect, properly label or identify, and deliver to the Department all original dairies, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- Q. MDOT Requirements: the extents of the Department's needs are not completely determined at this time. This contract is being set up as an as needed contract to allow MDOT to bring engineering service staff on board as necessary to supplement the MDOT staff. Services will be necessary on several high profiles, complex construction projects. Final contractor progress schedules have not been completed to allow MDOT to fully assess the construction engineering staff needs. Engineering services are expected to be necessary starting September 1, 2006. **The Department reserves the right to identify engineering service staff, duties and durations to meet the needs of the Department.**

**MDOT Responsibilities:**

- A. The Department will be responsible for the overall contract administration for the MDOT projects to assure that the projects are completed in reasonable conformance with the plans and specifications for Project Acceptance. The Department will also identify and request the necessary construction engineering services needed from the consultants. The consultant services will be on an as needed basis and will be expected to supplement the assigned MDOT staff.
- B. The Department will determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- C. The Project Manager shall furnish to the Consultant, project-specific construction contracts, proposals, plans, plan revisions, written instructions, notice of meetings with the Contractor or other parties related to construction of the project and other information and/or date as deemed necessary by the Project Manager for the Services required herein.
- D. The Department shall provide all inspection and testing services not specifically assigned to the Consultant. The following items are not intended to be assigned to the consultant at this time; offsite inspections and tests of steel, cement, bituminous mixture designs, aggregates, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The

customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal.

- E. The Department shall provide the bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Consultant Project Engineer for analysis and action. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the Contractor regarding this sampling.
- F. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- G. The Department shall provide the office Technician staff responsible to maintain the project files in accordance with MDOT procedures. Office Technician assistance may be required in accordance with this contract to supplement the MDOT staff. The inspectors will coordinate with the Office Technician staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

#### **IV. Consultant Payment**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the Office Technician activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

**“Overtime hours” are limited to time spent on the same project by the same person after 40 hours of straight time, in a Sunday through Saturday week (not other combinations).**